



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

2009-2010

DCPS Graduation Verification Manual

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Overview

In this manual, you will find information on the graduation process including timelines, graduation requirements, and instructions on how to work in DC STARS to promote and retain students. Our goal is to make the process of graduating students as seamless as possible for students and their families. To move this goal forward, this manual provides a compilation of all policies and procedures that schools must follow to complete the graduation process.

If you have, questions about the graduation process including graduation requirements, ordering of diplomas, or timelines please contact Karen Skipper in the Office of Teaching and Learning at karen.skipper@dc.gov (202-442-5565).

If you have questions about DC STARS, please contact:

DC STARS Help Desk: (202) 442-5725 or starshelp@dc.gov

Timelines: Graduation, Promotion, and Rank Determination

Mark/Credit Timeline for 2009-2010

- Term 1
 - Nov. 6: Grades due into STARS by 11:59p
 - Nov. 10: Information Uploaded to Student Individual Graduation Portfolios

- Term 2/Semester 1
 - Jan. 29: Grades due into STARS by 11:59p (Including mid-year marks for year-long courses)
 - Feb. 2: Information Uploaded to Student Individual Graduation Portfolios

- Term 3
 - April 12: Grades due into STARS by 11:59p
 - May 4: Information Uploaded to Student Individual Graduation Portfolios

- Term 4/Semester 2
 - June 1: Grades due into STARS by 11:59p for Graduates
 - June 18: Grades due into STARS by 11:59p for Returning Students
 - June 25: Information Uploaded to Student Individual Graduation Portfolios

Graduation and Promotion Timeline for 2009-2010

- September- All students meet with Counselor to review Transcript and Letter of Understanding (prior to Back to School Night)
- October 29- Senior student LOU's signed by all seniors, parent/guardians and counselors (copy placed in cumulative file)
- January 12-22- Final Week
- February 12- Mid-year Promotions completed
- February- All seniors meet with Counselor to review Transcript and Letter of Understanding on progress toward graduation (after 1st semester grade entry).
- March 1- Name on Diploma completed for all seniors
- March 2- Schools run and review Potential graduates lists from STARS
- March 26- Deadline to raise issues regarding Potential Graduates Report
- April 2- Diplomas ordered
- April 6- Official mailed notification to potential non-graduates
- May 24-28- Senior Finals
- June 2- Schools run Actual Graduates Report. Schools 1) Report issues, 2) Inform students and families
- June 3- Central runs final GPA/Ranks. Schools 1) Report issues, 2) Inform students and families
- June 4 & 7- Diploma Pick-Up (all signed forms due)
- June 6-13- Graduation Ceremonies
- June 14-20- Finals for non-Seniors
- June 14-20- Promotion Ceremonies
- June 23- Promotion and Graduation Processing

GPA/ Ranking Timeline for 2009-2010

All GPA/Ranks are run by Central Office to ensure that they are all run in a consistent and equitable manner for all students at all schools.

Types of GPA/ Ranking Reports

- Cumulative- Includes all final grades for High School courses. Results are saved on student transcript
- Current/ Honor Roll- Includes only term marks, including for un-completed courses. Results are not saved on transcript. Results are used for Honor Roll purposes.

Timeline

1. Friday, August 7
 - a. All grade levels: Cumulative All Years (End of summer school date/set up)
2. Friday, September 25
 - a. All grade levels: Cumulative All Years (rerun of Aug 7 to account for new students and marks changes)
3. Tuesday, November 10
 - a. All Grade Levels: Cumulative All Years
 - b. All Grade Levels: First Term Current/Honor Roll GPA
4. Friday, December 4
 - a. All grade levels: Cumulative All Years (rerun of Nov 9 to account for new students and marks changes)
5. Tuesday, February 2
 - a. All Grade Levels: Cumulative All Years
 - b. All Grade Levels: Second Term Current/Honor Roll GPA
6. Tuesday, February 23
 - a. All grade levels: Cumulative All Years (rerun of Feb 2 to account for new students and marks changes)
7. Wednesday, April 14
 - a. All Grade Levels: Cumulative All Years
8. Tuesday, May 11
 - a. All grade levels: Cumulative All Years (rerun of April 14 to account for new students and marks changes)
9. Thursday, June 3 (Final OFFICIAL GPA and RANKS for Graduates)
 - a. Graduating 12th graders: Cumulative All Years
 - b. Graduating 12th graders: Fourth Term Current/Honor Roll GPA
10. Friday, June 25
 - a. 9-11th graders: Cumulative All Years
 - b. 9-11th graders: Fourth Term Current/Honor Roll GPA

Graduation Requirements

Potential Graduates and Potential Non-Graduates

In early January 2010, the following reports will be available directly from STARS:

- Potential Graduates Report
- Potential Non-Graduates Report

These two reports

- Will assist schools in determining which students may potentially graduate in August with correct placement and successful completion.
- Will assist schools in identifying where transcript and data entry errors may exist.
- will constitute which students diplomas will be ordered for (only those on the potential graduates report)

Enrolling Students in Correct Courses

Please take extra care in placing potential and non-potential graduates, alike, in the courses they need to fulfill graduation requirements. Our goal is to graduate as many 4th year seniors as possible. This is only possible if students are placed in the appropriate courses.

9th Grade Entry Type

Promotion and graduation requirements differ for students depending on when a student first entered the ninth grade, regardless of whether in DCPS or another district.

The first year a student was in 9th grade determines

- 1) Each student's grade level
 - a. Based on grade level students will be placed in the DCCAS Cohort
- 2) Each student's promotion and graduation requirements
- 3) Each student's on track status toward promotion/ graduation
 - a. Eventually this information will also be used to determine each school's graduation rate

If first year in 9th grade is incorrect

- Go into DCSTARS and Bring up the student needing changes
 - o Click on the Basic button on the far right
 - o Click Adhoc Fields button at the bottom of the page
 - o Go to First ninth grade year
 - Select the correct year from the drop down menu

Diploma Types

There are currently two standard types of diploma requirements. In 2009-2010, most 9th, 10th, and 11th graders are required to complete 24 Carnegie Units. In 2009-2010, most 12th graders are required to complete 23.5 Carnegie Units. Requirements are based on year of 9th grade entry. In addition, there are specific diploma types for certain specialty schools.

Diploma Type- 24 Carnegie Unit System:

For students who started high school in Fall 2007 or later.

DCMR Chapter 22 Revision 2203.2

Subject	Unit
Art	0.5 unit
Electives	3.5 units
English	4.0 units
Health and Physical Education	1.5 units
Mathematics (including algebra 1, geometry, and algebra 2)	4.0 units
Music	0.5 unit
Science (including 3 lab sciences)	4.0 units
Social Studies (including World History 1 and 2, D.C. History, US Government, US History)	4.0 unit
World Languages	2.0 units

- 24 Carnegie Units Total, aggregated based on the schema above and
- At least 2 courses that are College Level or Career Prep
- 100 hours of community service
- A Culminating Composition or Project
- Individual Graduation Portfolio

Diploma Type- 23.5 Carnegie Unit System:

For Students who started high School prior to Fall 2007

DCMR Chapter 22 Revision 2203.9

Subject	Unit
Art	0.5 unit
Career/Vocational Education	1.0 unit
D.C. History-Government	0.5 unit
Electives	4.5 units
English	4.0 units
Foreign Languages	2.0 units
Health and Physical Education ⁶	1.5 units
Mathematics	3.0 units
Music	0.5 unit
Science (including 1 year of lab science)	3.0 units
U.S. Government	0.5 unit
U.S. History	1.0 unit
World Geography	0.5 unit
World History	1.0 unit

- 23.5 Carnegie Units Total, aggregated based on the schema above
- 100 hours of community service

Other Diploma Types: Including STAY and Specialty School Program Types

- **Columbia Heights** (previously Bell)- ONLY for students attending Columbia Heights Education Campus
 - Columbia Heights 27.5-CU: students who started ninth grade in 2006 or before
 - Columbia Heights 28-CU: students who started ninth grade in 2007 or after
- **Banneker** - ONLY students attending Banneker HS
 - Banneker IB 28.5-CU: students in the IB program who started ninth grade in 2007 or after
 - Banneker CP 27-CU: students in the Banneker who started ninth grade in 2007 or after
 - Banneker IB 27.5-CU: students in the IB program who started ninth grade in 2006 or before
 - Banneker CP 26-CU: students in the Banneker who started ninth grade in 2006 or before
- **Dunbar Pre-Eng** ONLY students attending Dunbar Pre-Engineering
 - Dunbar Pre-Eng 28.5-CU: students who started ninth grade in 2006 or before and entered in 9th grade
 - Dunbar Pre-Eng 27.5-CU: students who started ninth grade in 2006 or before and entered in 10th grade
 - Dunbar Pre-Eng 26.5-CU: students who started ninth grade in 2007 or after and entered in 9th grade
 - Dunbar Pre-Eng 25.5-CU: students who started ninth grade in 2007 or after and entered in 10th grade
- **Ellington** - ONLY students attending Duke Ellington School of the Arts
 - Ellington 23.5-CU: students who started ninth grade in 2006 or before
 - Ellington 24-CU: students who started ninth grade in 2007 or after
- **McKinley** - ONLY students attending McKinley Technology HS
 - McKinley I 27-CU: students who started ninth grade in 2006 or before
 - McKinley II 27-CU: students who started ninth grade in 2007 or after
- **School w/o Walls** - ONLY students attending School Without Walls HS
 - School without Walls 25.5-CU: for Students who started 9th grade in 2007 or after.
- **STAY**- ONLY for Students at a STAY school
 - STAY 24-CU: students at who started ninth grade in 2007 or after
 - STAY 23.5-CU: students at who started ninth grade between 1993 and 2006
 - STAY 20.5-CU: students at who started ninth grade between 1984 and 1992
 - STAY 17.5-CU: students at who started ninth grade in 1983 or before
 - GED prep- students preparing to take the GED exam (non-diploma)
 - NEDP- students in the National External Diploma Program
 - ESOL- students in English language program at Roosevelt STAY (non-diploma)
 - Vocational Certification (non-diploma)
 - STAY Non-Program/ Diploma (non-diploma)

Certificate Students

Students with individualized education plans may obtain either a Certificate of Attainment or a Certificate of IEP. These options are only for students grade level CE.

Certificate of Attainment

This is issued to a Special Education student who has reached maximum age of school attendance but has not completed diploma or IEP requirements. Please contact the Office of Special Education for more information.

Certificate of IEP

This is issued to a Special Education student, who has completed his/her IEP goals but has not completed the requirements for a diploma. Students, families, special education coordinators, counselors, and administrators must decide and approve that this is the best course of action for a student to depart high school without a diploma and before maximum age. Please contact the Office of Special Education for more information.

Withdrawals: Certificate Students are NOT Graduates

Students who leave high school with a certificate are NOT moved to grade G (as they have NOT graduated), and they remain grade CE. Students are withdrawn with either a Certificate of Attainment or IEP and NOT as graduated.

Third Year Graduates

We encourage students to remain in high school for the fourth year- for instance, to pursue advanced coursework- we recognize that graduation may be the right choice for some students to increase the likelihood of success in post-secondary education. Despite this, some of our students complete all graduation requirements in three years, and wish to graduate early. In order to ensure that the student, his or her parent/guardian, and schools are taking the time to think through the student's options, we require all 3rd year graduates to submit a signed third Year Gradation Request Form. This form must be signed by the student, parent/guardian, principal, and counselor. The student's school must submit a copy to the Instructional Superintendent, and keep the original on file at the school. This form is located in the Forms Section at the end of the manual.

Due date for this form is April 6, 2010.

Graduates Entering DCPS in 12th Grade

DCMR requires students to attend school in DC for at least 8 months prior to graduation. DCPS may allow students who enter DCPS less than 8 months prior to graduation to graduate if the school submits the New Student Graduation Approval Form and it is approved by the school's Instructional Superintendent. This form is located in the Forms Section at the end of the manual.

Due date for this form is May 21, 2010.

Principal Community Service Verification

All students must complete 100 hours of community service in order to graduate. Schools must log these hours in STARS, and LOU and transcripts must indicate 100 hrs for each graduate. Please see the Community Service Directive and Manual for additional information. To confirm the data in STARS, all principals must submit the Community Service Verification Form indicating that all graduates within your school have completed this requirement and that appropriate documentation is in the student's cumulative folder at the school. This form is located in the Forms Section at the end of the manual.

Due date for this form is May 21, 2010.

Before Graduation

Potential Graduates Report

Starting in January, schools will be able to pull a Potential Graduates Report from DC STARS. This report shows all 12th graders and EV students who will graduate in June if they complete all of their scheduled courses. June diplomas will be ordered for these students. It is up to the schools to resolve all issues with student records. If a school runs into difficulties, please contact DC STARS help desk at (202) 442-5725 or starshelp@dc.gov or Karen Skipper in the Office of Teaching and Learning karen.skipper@dc.gov (202-442-5565).

Instructions on how to retrieve the Potential Graduates Report will be added in late 2009.

Name on Diploma

Students may want their diploma to have a different name than what is in STARS. Schools should check with families regarding this issue. Because diplomas are printed from data in STARS, schools must change the Name on Diploma field in STARS. Please check to make sure that all graduates' names are spelled correctly in DC STARS. **This must be completed by the end of February. Schools will be charged for diploma reprints due to school error.**

Instructions for Accessing the Name on Diploma Field

- 1) Once logged into DC STARS, select a student on the Current Student Selected screen. Once the student's name appears, click the **Basic** button.

The screenshot shows the 'District of Columbia Public Schools Student Information System' interface. At the top, there's a menu bar with 'Main Menu', 'Common View', 'School', 'Administration', 'Lock', 'Mail', 'Query', 'Help', and 'Window'. Below the menu is a toolbar with various icons. The main area is titled 'Current Student Selected' and contains fields for 'Pupil No.' (9065054), 'Registered' (Full-time), 'Legal Last Name' (McCann), 'Legal First Name' (Chase), 'Sex' (M), 'Grd' (11), 'Phone No.' ((202)244-8588), 'Birthdate' (12/23/1991), 'Home Room' (312), and 'Withdraw Date'. A sidebar on the right contains a list of buttons: 'Basic', 'Records', 'Medical', 'Alt Address', 'Contacts', 'Courses', 'Hrm Staff', 'Diploma', 'Transcript', 'Notes', 'Incidents', 'Timetable', 'Note/Incident', and 'Print'. The 'Basic' button is highlighted with a red box.

- 2) From the Basic Screen, click the button at the bottom right labeled **Adhoc Fields**.

The screenshot shows the 'Basic Student Demographics' screen. It contains various fields for student information, including 'Student' (Current School: 463 Wilson High School, Pupil No.: 9065054, Gender: Male), 'Legal Last Name' (McCann), 'Legal First Name' (Chase), 'Usual Last Name' (McCann), 'Preferred First' (Chase), 'Legal Middle' (A), 'Third Initial' (), 'Birth Date' (12/23/1991), 'Proof of Age' (Birth Certificate), 'Home Phone' ((202)244-8588), 'Ethnicity/Race' (White), 'SSN' (), 'State/Ministry #' (), 'Admission Information' (Reason: Transfer within LEA, Date: 08/24/2007, Grade: Gr. 11), 'Tuition paid by' (), 'Tuition type' (), 'Property Address' (Street: 4123 45th St NW, City/Munic: Washington, State: DC, Zip Code: 20016), 'Mailing Address' (4123 45th St NW, Washington, DC 20016), 'Previous School/District' (District: 405, School: Deal Junior High School, State: , Address: 3815 Fort Drive, NW), and 'Adhoc Fields' (). The 'Adhoc Fields' button is highlighted with a red box.

- 3) This brings you to the Enter Adhoc Fields screen. Look for a field called **Name on Diploma** and click the **Change** button.

District of Columbia Public Schools Student Information System

Action Edit Record Query Common View Navigate Lock Help Window

Enter Adhoc Fields

☐ All ☐ Enterprise ☐ District ☐ School

Category: Student Situation: McCann, Chase

Sub Category: More Student Info

Field Name	Entry Level	Data Type	Field Value	
AfterSchool 08-09	Enterprise	Drop Down		Change
Attendance Boundary	Enterprise	Drop Down		Change
Don't Release to MIL Next YR	Enterprise	Check Box	Unchecked	Change
Don't Release to Military	Enterprise	Check Box	Checked	Change
English Proficiency	Enterprise	Drop Down		Change
Enrollment Method for Next YR	Enterprise	Drop Down		Change
First Ninth Grade Year	Enterprise	Drop Down	SY2006-07	Change
Immunization Compliant	Enterprise	Drop Down	Yes	Change
LEP/NEP Assessment (non-DCP)	Enterprise	Drop Down		Change
Lunch Code	Enterprise	Drop Down	Pay All	Change
Name on Diploma	Enterprise	Character		Change
Transportation Type	Enterprise	Drop Down		Change
Verify Residency for Next YR	Enterprise	Drop Down		Change
				Change

- 4) A data entry box will appear. Enter the desired name in "Character Entry" box. Click the Save button.

Data Entry

Character Value

C. Michael M. McCann III

Max Size

1000

Cancel

Save

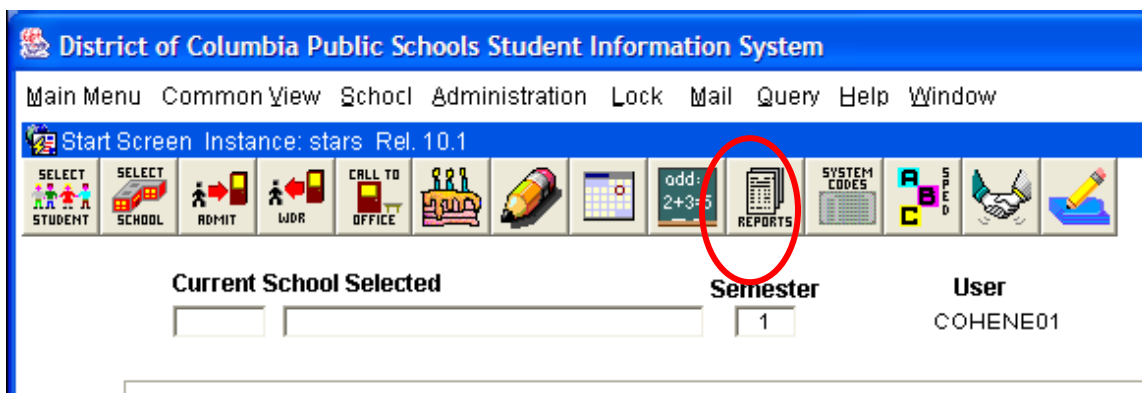
Verification of Graduate Reports

DC STARS generates the list of students who have completed all of their requirements and are thus eligible to graduate. Therefore, it is essential that final grades are entered in a timely manner, and that student names are spelled correctly in DC STARS. Using DC STARS to manage the graduation process allows us to ensure that all graduates have met requirements laid out in the District of Columbia Municipal Regulations and enables us to store accurate and complete records of all DCPS graduates, and thus calculate accurate graduation rates.

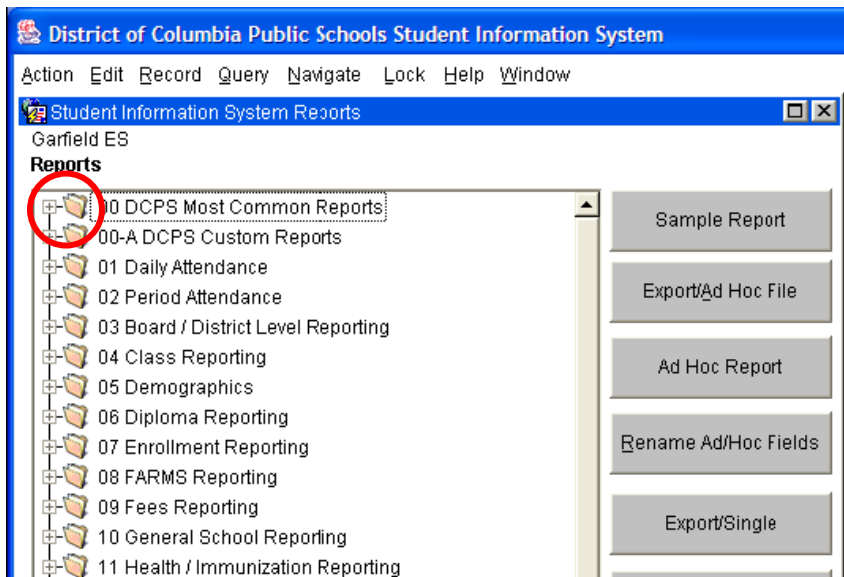
DCPS will only release diplomas for students who appear on the Graduates Report found in DC STARS. If you have concerns about students who are not appearing on the report, please contact Karen Skipper in the Office of Middle and High School Transformation at karen.skipper@dc.gov (202-442-5565) **by no later than Wednesday, June 2, 2010.**

Instructions for Accessing Graduates Report

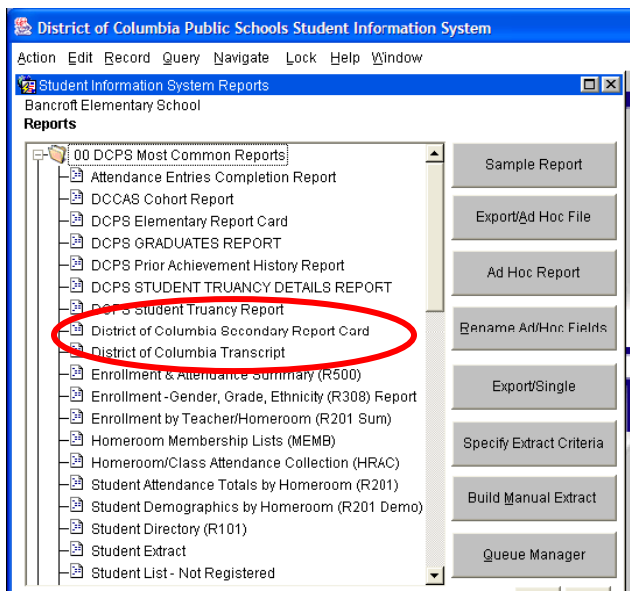
1. Log into DC STARS
2. Click on "Reports" button (circled below)



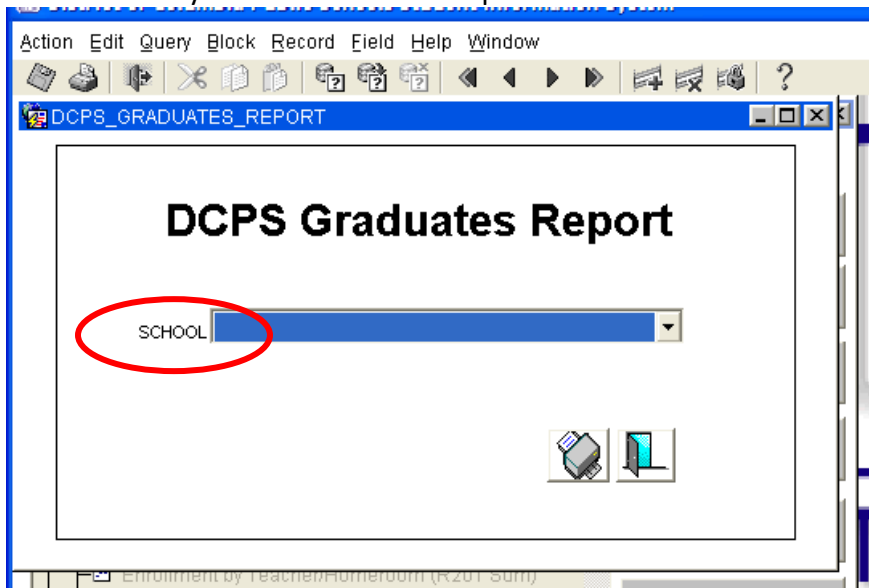
3. Click on the “+” next to “00 DCPS Most Common Reports”



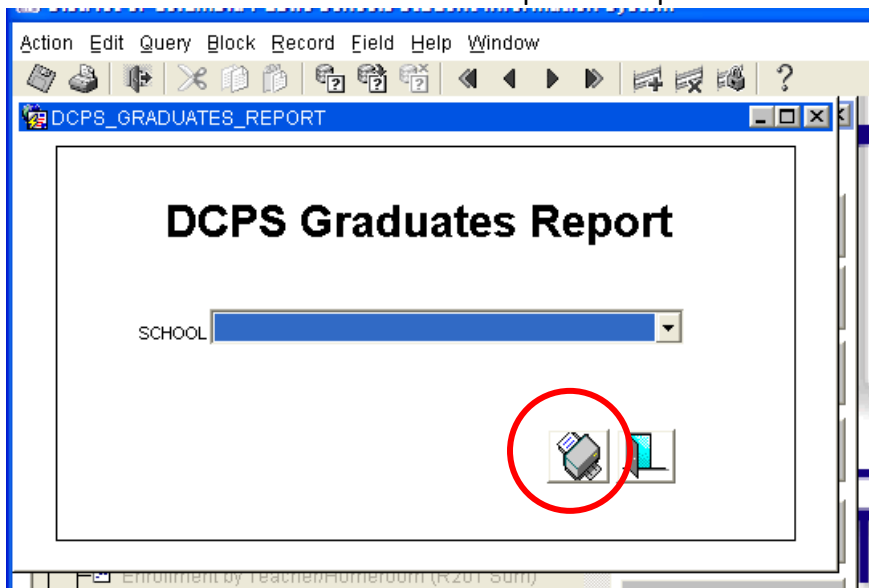
4. Double-click on “DCPS GRADUATES REPORT”.



5. Select your school on the drop-down menu.



6. Click the Print Button. This will open the report.



7. Check your report. Only these students may receive diplomas.

After Graduation

Pre-Transition for Graduating Seniors

Once you have the list of students who will be graduating, you will need to pre-transition your 12th graders by entering the appropriate fields on the Do Pre-Transition screen.

This process is **ONLY** for official graduates. Students attending summer school must stay in grade 12, and are **NOT** to receive diploma dates until August.

Navigation Path: School > Pre-Transition > Do Pre- Transition

Defaults:

Next School: Enter your school

Adm. Date: 08/17/2009

Adm. Code: Transfer within LEA

Withdraw Code: Graduated

Run Options:

Select By Grade: 12

Post Next School: No

After entering, the Default fields and the Run Options click the Apply button.

Updating Student Diploma Date Fields

This process is **ONLY** for official graduates. Students attending summer school must stay in grade 12, and are **NOT** to receive diploma dates until August.

There are two ways the Diploma Met Date may be entered for students:

1) Using Diploma Screen

OR

2) Using Mass Updates

(Mass Updates can only be used while in the DC STARS LAB)

1) Diploma Met and Issued Date on Diploma Screen

The Diploma Met and Diploma Issued fields can be found by clicking the Diploma Dates button on the Diploma Screen. Enter the last day of school, 06/15/2010 in both fields and save.

Diploma Type: DCPS Intended Career Development Program: ? Bound For: ?

Diploma Dates **Career Dev. Progress**

Service Learning Hours: 100.0
S.S.L.: 0.0
State#:

	Option	Req'd	Earned	Needed	Assoc CDP
For Diploma		23.500	20.000	3.500	
Compulsory		19.000	15.500	3.500	
Optional		4.500	4.500		
English		4.00	3.00	1.00	
Science		2.00	2.00	0.00	
Math		2.00	2.00	0.00	
Algebra		1.00	1.00	0.00	
Lab Science		1.00	1.00	0.00	
DC Government		0.50	0.00	0.50	
U.S. Government		0.50	0.50	0.00	
U.S. History		1.00	1.00	0.00	

Eqv. Credits Granted: 0.000 Total To Date: 21.748

Ranking School and Date: Banneker Senior High 11/14/2005

	Unweighted	Weighted
Rank	41	41
Rank Out Of	88	88
GPA	2.8050	2.8050

Custom GPA and Rank:

Assessment met. GPAs Ind Course Plan S.S.L. Detail Analyze Diploma

Subst. Courses Equivalent Credits Middle School C.

Diploma Dates

Diploma Met: 06/15/2009

Diploma Issued: 06/15/2009

Certificate of Initial Mastery (CIM):

Projected Grad Year:

Gr.9 Entry Date: 08/25/2007

Date of First Entry to State High School: 08/24/2007

Grade at First Entry to State High School: Gr. 09

2) Mass Updates, Single-Value Screen

The Mass Updates utility may be used to update groups of students all at once. Be extremely careful if you use this screen to ensure that you are updating the correct students with the correct information.

START > School > Mass Updates > Mass Update, Single-Value

1. Run your extract for grade 12 students, Click Extract > Click Clear Extract Criteria button
Select grade 12 > Run Extract > Select Go back > Exit through the door to return to the Mass Update Single Value screen.
2. In the Checked column, all students are checked by default. Clicking the Toggle button will turn off all checks. **Uncheck the students that do not appear on the Graduates Report.** OR click the toggle button to uncheck all students and check only the students that appear on the Graduates Report.
3. In Field to Update, select **Diploma Granted Date**. This will update the student's diploma screen with this date.
4. In Update Value field, enter **06/15/2010** (the last day of school).
5. Click the Update button. **Your data will not be updated unless you click the Update button.**
6. Save.

Checked	Pupil Number	Legal Last Name	Legal First Name
<input checked="" type="checkbox"/>	8083351	Allee	Justin
<input checked="" type="checkbox"/>	8208134	Jones H	Jonathan
<input checked="" type="checkbox"/>	8214021	Mann	Christian
<input checked="" type="checkbox"/>	8219732	Martin D	Denise
<input checked="" type="checkbox"/>	8312747	Hensley	Christina
<input checked="" type="checkbox"/>	8317485	Taylor	Larry
<input checked="" type="checkbox"/>	8339122	Doeberl	Donald
<input checked="" type="checkbox"/>	8350073	Stifler S	Brian
<input checked="" type="checkbox"/>	8370167	Taylor	Delonta
<input checked="" type="checkbox"/>	8391342	Pendry	Suzannah
<input checked="" type="checkbox"/>	8391461	Lantry-Corpora	Claire
<input checked="" type="checkbox"/>	8392460	Grubisha Vida	Jennifer
<input checked="" type="checkbox"/>	8393818	Adileh	Jairo
<input checked="" type="checkbox"/>	8406961	Kocher	Sharifa
<input checked="" type="checkbox"/>	8408712	Hunt	Ravon
<input checked="" type="checkbox"/>	8409984	Blaisedell	Donte
<input checked="" type="checkbox"/>	8415844	Hicks	Mercedes
<input checked="" type="checkbox"/>	8418586	Allen E	Michael
<input checked="" type="checkbox"/>	8419587	Thomas	Cipriano

Category: Demographic

Field to Update: Diploma Granted Date

Update Value: 06/15/2009

Toggle: Students are from the most recent extract

Buttons: Extract, Update, ADD, DEL

8. In Field to Update, select **Diploma Issued Date**. This will update the student's graduation date on the transcript.
9. In Update Value field, enter **06/15/2010** (the last day of school).
10. Click the Update button. **Your data will not be updated unless you click the Update button.**
11. Save.

Mass Update Single Value

Checked	Pupil Number	Legal Last Name	Legal First Name
<input checked="" type="checkbox"/>	8083351	Allee	Justin
<input checked="" type="checkbox"/>	8208134	Jones H	Jonathan
<input checked="" type="checkbox"/>	8214021	Mann	Christian
<input checked="" type="checkbox"/>	8219732	Martin D	Denis
<input checked="" type="checkbox"/>	8312747	Hensley	Christina
<input checked="" type="checkbox"/>	8317485	Taylor	Larry
<input checked="" type="checkbox"/>	8339122	Doerberl	Donald
<input checked="" type="checkbox"/>	8350073	Stifler S	Brian
<input checked="" type="checkbox"/>	8370167	Taylor	Delonta
<input checked="" type="checkbox"/>	8391342	Pendry	Suzannah
<input checked="" type="checkbox"/>	8391461	Lantry-Corpora	Claire
<input checked="" type="checkbox"/>	8392460	Grubisha Vida	Jennifer
<input checked="" type="checkbox"/>	8393818	Adileh	Jairo
<input checked="" type="checkbox"/>	8406961	Kocher	Sharifa
<input checked="" type="checkbox"/>	8408712	Hunt	Ravon
<input checked="" type="checkbox"/>	8409984	Blaisedell	Donte
<input checked="" type="checkbox"/>	8415844	Hicks	Mercedes
<input checked="" type="checkbox"/>	8418586	Allen E	Michael
<input checked="" type="checkbox"/>	8419587	Thomas	Cipriano

Category: Demographic

Field To Update: Diploma Issued Date

Update Value: 06/15/2009

Toggle Students are from the most recent extract

Extract Update ADD DEL

The screenshot shows a software interface for updating student data. On the left, a list of students is shown with checkboxes. In the center, a table lists student details. On the right, there are fields for selecting a category, a field to update, and a value to update. The 'Update' button at the bottom is circled in red, and the 'Diploma Issued Date' field is circled in green.

Update Pre-Transition List (Promotion and Retention)

Navigation Path: School > Pre-Transition > Pre-Transition List

After you have entered Diploma Dates for each graduating student, you will need to verify the Next Grade and Next School on the Pre-Transition List for all students. You will also need to retain the students that failed to meet credit requirements for promotion to the next grade or for graduation.

The Pre-Transition List should display all seniors with a **Nx Gr field: "G"**, **Nx Sch field: blank** **Transition Withdraw Code: Graduated**. For all students who are graduating, these settings are correct and will result in the withdrawal of that senior from your school during YET. Verify these settings for each of the graduating seniors.

Students in grade CE who received a certificate, **Nx Gr field: "CE"**; they are not moved to G, **Nx Sch field: blank**, **Transition Withdraw Code: Certificate of IEP or Certificate of Attainment**.

12th grade students who will be retained will need their record adjusted with **Nx Gr field: "12"**, **Nx Sch field: current school**, **Retention Reason: Failed Credit Requirement**, delete the Transition Withdraw Code.

Students in grades 9-12 that failed to meet the credit requirements for promotion: **Nx Gr field: student's current grade**, **Nx Sch field: current school**, **Retention Reason: Failed Credit Requirement**

For the Default Admission Date field use 08/17/2009 and Transfer Within LEA for the Default Admission Code field.

Student Name	Pupil No.	Hm1	Hm2	Gr	Sch	Nx Gr	Nx Sch	Nx Hm1	Nx Hm2
Antony-Correa, Claire	8391461	316	316	12	463	G			
Jew P, Rene	9020668	330	330	12	463	G			
Koom Jr, Stanley	9030833	301	301	12	463	G			
Larrar, Max Clemens	9025285	320	320	12	463	G			
Letzer, Patrick	9010899	202	202	12	463	G			
Velch J, Langston	9017946	307	307	12	463	G			
Itrow, Amelia	9006677	301	301	12	463	G			
Itouffer, Annie Rose	9006679	307	307	12	463	G			
Register, Michele	9006685	302	302	12	463	G			
Tomlinson, Andrew Mitche	9006687	313	313	12	463	G			
Ioreiko, Kathleen	9006715	327	327	12	463	G			
Itkeleather, Samuel	9006764	313	313	12	463	G			
Vishon II, Reginald	8507158	316	316	12	463	G			
Itouffer, Benjamin	9002217	307	307	12	463	G			

Enter the default admission date & reason for students that will transition to a new school

Default Admission Date: 08/17/2009

Default Admission Code: Transfer within LEA

Re-Order of Diplomas

If you need to re-order a diploma, please contact Karen Skipper in the Office of Teaching and Learning at karen.skipper@dc.gov. School will pay for reprint if due to school error.

For those wishing to re-order a diploma after June or for students who graduated in previous years, please contact Karen Skipper at karen.skipper@dc.gov (202-442-5565).

Summer School

Summer school follows the same policy and procedures as the school year, in a reduced timeline.

Potential Graduates and Potential Non-Graduates

In early June, the following lists will be available directly from STARS:

- Potential Graduates List
- Potential Non-Graduates List

These two lists will

- Assist schools in determining which students may potentially graduate in August.
- Assist schools with correctly scheduling students in the courses they need to be able to graduate.
- Determine whom diplomas will be ordered for and what names will appear on diplomas.

Enrolling Students in Correct Courses

Please take extra care in placing potential and potential non-graduates, alike, in the courses they need to fulfill graduation requirements. Our goal is to graduate as many 4th year seniors as possible during summer school. This is only possible if students are placed in the appropriate courses.

Grades and Diplomas

Summer school staff is responsible for entering grades into DC STARS. Grades MUST be on time (see calendar) so that August graduates are able to receive their diplomas in a timely manner. DCPS will order diplomas for August graduates. Please follow “Name on Diploma” directions on pages 14-15 to ensure that students’ names are spelled correctly and to specify a different name on diploma, when requested.

Promotion and Retention

Please refer to Page 23 and follow steps to promote or retain summer school students upon completion of summer school.

District of Columbia Public Schools
2009-2010 School Calendar

August 2009				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7 R
10	11	12	13 O	14 O
17 PD	18 PD	19 PD	20 PD	21 PD
24 F	25	26	27	28
31				

September 2009				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7 H	8	9	10	11
14	15	16	17	18 PD
21	22	23	24	25 M R
28	29	30		

October 2009				
Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12 H	13	14	15 G/P	16
19	20	21	22	23
26	27	28	29 RD	30 PD

November 2009				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6 G
9	10 R	11 H	12	13 RC
16	17	18	19	20
23	24	25	26 H	27 B
30				

December 2009				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4 M R
7 PC	8	9	10	11
14	15	16	17	18
21 B	22 B	23 B	24 B	25 H
28 B	29 B	30 B	31 B	

January 2010				
Mon	Tues	Wed	Thurs	Fri
				1 H
4	5	6	7	8
11	12	13	14	15 PD
18 H	19	20	21	22 RD
25	26	27	28	29 G

Key:

PD: Professional development for teachers & aides. No school for students

H: Holiday: No school for students, teachers, & staff

B: No school for students & teachers

G: Grades due from teachers

T: DC CAS Testing

F: First day of school

PC: Parent Conference Day; no school for students

M: Term Midpoint

RD: Records Day; 12:15 pm dismissal for students

RC: Report Cards Issued

SS: Start of Summer School

O: New Teacher Orientation

L: Last day of school

G/P: Graduation or Promotion Deadline

R: GPA Ranking

District of Columbia Public Schools
2009-2010 School Calendar

February 2010				
Mon	Tues	Wed	Thurs	Fri
1	2 R	3	4	5R C
8	9	10	11	12 PD G/P
15 H	16	17	18	19
22	23 M R	24	25	26

March 2010				
Mon	Tues	Wed	Thurs	Fri
1 PC G/P	2 G/P	3	4	5
8	9	10	11	12
15	16	17	18	19 PD
22	23	24	25	26 RD G/P
29 B	30 B	31 B		

April 2010				
Mon	Tues	Wed	Thurs	Fri
			1 B	2 B G/P
5 B	6 G/P	7	8	9
12 G	13	14 R	15	16 H
19 T RC	20 T	21 T	22 T	23 T
26 T	27 T	28 T	29 T	30 T

May 2010				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11 M R	12	13	14
17 PC	18	19	20	21
24	25	26	27	28
31 H				

June 2010				
Mon	Tues	Wed	Thurs	Fri
	1 G	2 G/P	3 G/P R	4 G/P
7 G/P	8	9	10	11
14	15	16	17	18 RD L G
21	22	23 G/P	24	25 R
28 SS	29	30		

July 2010				
Mon	Tues	Wed	Thurs	Fri
			1	2
5 H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Key:

PD: Professional development for teachers & aides; no school for students

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Approval Form for Graduation of Third Year High School Student

Student Name: _____ Id #: _____ Date of Birth: _____

Requirements:

In order to graduate from a DCPS high after three years a student must

1. Have a conference with their parent/guardian and counselor to review their Letter of Understanding and Transcript.
2. Have completed all required courses and community service hours as laid out in the DC Municipal Regulations Title V.
3. Have completed a program such that the student, school, and family feel that the student is college and career ready.
4. Be either
 - a. 18 year of age at graduation OR
 - b. Enrolling in college, the military, or have other clear post-high school plans.

Documentation of plans:

The Student's Post high school plans are

- To attend college at _____ (attach a copy of acceptance letter)
- To enlist in the military (attach a copy of enlistment form).
- To attend another education institution: _____ (attach a copy of enrollment information)
- Other: Explain:

Letter from Student

In addition to this form and supporting documentation of post- high school plans, the student must submit a 1- page statement of why they want and should graduate after only three years in high school.

Approval Signatures

Based on conversation with the student, family, and school, I hereby certify that this student should graduate this school year

Student: _____	_____	_____
	Print Name	Signature Date
Parent/Guardian: _____	_____	_____
	Print Name	Signature Date
Counselor: _____	_____	_____
	Print Name	Signature Date
Principal: _____	_____	_____
	Print Name	Signature Date
Superintendent: _____	_____	_____
	Print Name	Signature Date

A copy of a signed Letter of Understanding and transcript, a signed approval form, the student letter, and the support documentation of post-high plans must be:

1. Kept in the students cumulative file
2. Submitted to the Cluster Superintendent's office
3. Submitted to the Office of Student Services at the time of diploma pick up.

Approval Form for Graduation of a Student Enrolled Less than 8 months

Student Name: _____ Id #: _____ Date of Birth: _____

DC Municipal Regulations

- 2202.1 Each student who meets the following requirements shall be eligible to receive a high school diploma
 - (b) Enrollment and regular attendance in the DC Public Schools for a minimum of eight (8) consecutive months prior to graduation
- If the prior academic record of a transfer student and the course work and skill level of achievement of the student during enrollment in DC Public Schools are satisfactory, the student may be granted an exemption from the requirement of 2202.1 (b), by the Assistant Superintendent whose jurisdiction encompasses the school which the student attends.

Requirements:

In order to graduate from a DCPS high after three years a student must

1. Have completed all required courses as laid out in the DC Municipal Regulations Title V.
2. Have completed all required courses and community service hours as laid out in the DC Municipal Regulations Title V.
3. The completion of the requirements must be documents on the student's transcript and Letter of Understanding.

Approval Signatures

Based on conversation with the student, family, and school, I hereby certify that this student should graduate this school year:

Student: _____	_____	_____
Print Name	Signature	Date
Parent/Guardian: _____	_____	_____
Print Name	Signature	Date
Counselor: _____	_____	_____
Print Name	Signature	Date
Principal: _____	_____	_____
Print Name	Signature	Date

This application for exemption from the 8-month enrollment rule for graduation is

___ **Granted** ___ **Denied**

Superintendent: _____	_____	_____
Print Name	Signature	Date

A copy of a signed Letter of Understanding and transcript, and a approval Signed form.

1. Kept in the students cumulative file
2. Submitted to the Cluster Superintendent's office
3. Submitted to the Office of Student Services at the time of diploma pick up.

Community Service Verification Form

This form is to verify that each student who is graduating from _____ has completed the legally required 100 hours of community service. All hours have been entered into STARS. Documentation demonstrating that this requirement has been met is available at my school. Each student's cumulative record contains documentation that he/she has completed at least the 100 required hours of community service.

Principal Signature

Printed

Date